

APPROVED NOVEMBER 5, 2008

The meeting was called to order at 7:05 PM by Chairman Charles Kimball. Present were Andy Kohlhofer, Michael Nygren, Rich Violette at 7:15 PM Pat Martel, Doug McElroy, School Board Representative Peg Pinkham at 7:35 PM, Selectmen Donald Gates, Jr., and Recording Secretary Jeanne Nygren.

The meeting agenda that was prepared by Member Kohlhofer was read aloud by Chairman Kimball. Tonight the 4312 Highway Department Budget, 4199 Town Report, 4324 Solid Waste Disposal, 4914 Capital Reserve Funds will be presented. Also review the updates on 4140 Election and Registration and 4152 Reappraisal of Property.

The Budget Committee had a brief discussion on the wage package. Nygren asked if the Selectmen felt comfortable with a 20-year wage package. Gates said the Selectmen adopted just to have employees placed into the matrix and didn't recommend the 3% COLA increase. This is the study that they have to work with and need to get employees into this matrix. Martel said they should get everyone on the matrix, so everyone has a salary to refer to and then maybe next year reducing the matrix down to 5 years instead of the 20 years. Nygren feels that everyone should get the same raise no matter what grade they are at, rather than a different dollar amount when going from step to step, the step dollar amount should be the same whether grade 2 or grade 5. Nygren asked is the Police Department budget going to be reduced by this 3% COLA increase.

A motion to approve the minutes of the October 15, 2008 Budget Committee was made by McElroy, seconded by Kohlhofer. This was unanimously approved, 7-0.

A motion to approve the minutes of the October 22, 2008 meeting. Martel found two errors in the year on page 2 that were corrected. McElroy motioned to approved after amending, seconded by Violette. This was unanimously approved 7-0.

4140-ELECTION AND REGISTRATION-\$5652.00

This budget has been updated after further discussion for additional monies added for postage line to cover mailing the ballots this election as they are larger. \$200.00 was added to this line to cover anticipated increase.

4199 OTHER GENERAL GOVERNMENT

001-Town Report Printing-\$7,000.00. Cost to print annual report. Bid awarded to lowest bidder with references checked.

002-Town Report Postage-\$1,700.00. Number of pages in the Town Report remains fairly consistent with recent years, but there was an increase in bulk postage rates in 2008 and also there has been an increase in the number of households. 2009 Report will be mailed prior to the May 2009 postal rate increases.

TOTAL REQUEST \$8,700.00**4312 HIGHWAY AND STREETS**

At 7:30 PM Guerwood Holmes, Road Agent and started to present his budget.

001-Winter Salt-\$37,000.00. The cost of salt is \$59.23 a ton for an estimated 625 tons. This includes all Town roads, parking lots and roads that the Town maintains for winter that is reimbursed by developers. The cost of the salt has increased from \$45.96 a ton last year but we have kept to the same volume. There

are two new roads for acceptance on March 2009 Town Meeting which are Rislove's Way and Moose Meadow. The Selectmen's recommendation was \$32,000.00 for this line.

Kohlhofer asked about the \$5,000.00 difference in appropriation. Holmes asked Gates to explain why. Gates said the Selectmen went by the trending report of the past in changing this figure to be at the level of last year.

002-Winter Sand-\$12,455.00. This is to purchase approximately 850 yards at \$15.00 per yard to include trucking and stockpiling. This is the same as requested in 2008.

Holmes is trying to get his sand delivered again by a past supplier in Fremont to save money in this line. If he gets confirmation from this supplier then this line could be approximately \$5,000.00 less.

003-Winter Equipment Hire-\$124,000.00. This includes all hired truck and equipment time for winter maintenance, plowing and treating Town roads and municipal lots. There is an increase for new roadways.

Martel asked what is included in this line. Holmes said this includes hiring 3 big trucks with wings and plow, 4 one ton dump trucks with 9 foot plows, and one pick up with a 9 foot plow. Nygren said with the town truck that makes nine people. Martel asked if in all snow storms all 8 trucks would be running. Holmes answered yes. Nygren asked what he figured average hours are in a storm. Holmes didn't know, it all depended on the storm and he has never figured this out. Violette asked about the span of winter equipment hire to summer equipment hire. Holmes said winter starts November 1st.

005-Plow/Sander Maintenance/Repairs-\$6,000.00. This is for the 3 town sanders for hook up plow frames, lights to trucks, new cutting edges. This line includes sander parts and repairs.

006-Summer Equipment Hire-\$55,000.00. To hire equipment time (loader, backhoe, dump truck) for ditching, washouts, shoulders, replacing and cleaning culverts, installing signs, cold patching, grading shoulders, seeding, sweeping, general road repairs and maintenance on total Town roadways.

007-Labor-\$49,080.00. This is for full time laborer/equipment operator position throughout the year for maintenance and upkeep projects, sign installation, shoulder and ditching, roadside cutting and cleanup, etc. An allowance of \$4,000.00 to cover a part time seasonal driver/laborer position. Also includes \$5,000.00 to hire a seasonal part-time employee to help with summer maintenance projects, such as cutting brush and filling pot holes. FT employee's 2008 rate is \$18.93 per hour and new matrix puts this position at 6/19 at \$19.15 per hour or \$39,832.00 annually without overtime.

008-Labor-Overtime-\$6,000.00. This line item reflects costs incurred when our full-time employee has to work over 40 hours for winter storms or emergencies. This is an estimate based is on 2005-2007 to date. The Town's employees must be paid at overtime rate for hours worked beyond 40. In some cases the work week may be adjusted when bad weather is anticipated, but in many cases, overtime is unavoidable.

009-Culverts-\$1,000.00. Allowance for replacement of culverts.

010-Cold Patch-\$2,000.00. Allowance for repairs and patching potholes and other needed cold patch material.

011-Signs and Posts-\$1,200.00. Includes new and replacement of damaged/stolen street named signs, town line markers, highway signal signs, signs for high water, barricades and highway cones as needed.

012-Gravel Stone Loam-\$9,000.00. General maintenance shoulder work, erosion and reseeded. The increase is based on prior year's usage.

013-Hand Tools-\$300.00. Includes occasional hand tool (new) and replacement of worn or broken tools.

014-Power Tools-\$650.00. Replace hand sweeper that was stolen in 2008.

015-Hottop-\$15,000.00. Budget line item for patch paving as needed in various locations in town. This addition to his amount is to compensate for the fact that we are not asking for an overlay warrant article given the economy and increases in the cost of machine paving up to \$82.00 a ton. With the roller and an increase in this line item, we can do and keep up with repairs and maintenance. (The selectmen recommend this line item at \$10,000.00 with the inclusion of a warrant article for overlay work).

017-Communications-\$1,400.00 Monthly phone charges that average \$110.00 to \$120.00 per month. This is for two Nextel telephones for Road and full-time employee.

018-Engineering-\$3,000.00. Allowance for engineering needs during the year.

022-Painting Lines-\$6,000.00. This is excluded in 2009, still hoping to get work done on 2008 budgeted funds. Generally budget every other year for some re-application of lines on heavily traveled roads in town. (Selectmen recommended \$0.00 on this line due to lack of a reliable vendor and the economic conditions.)

027-Tree Cutting-\$10,000.00 For costs to remove huge dead or dangerous trees, using a crane and tree service or a climber. There is continually more of this work to be done.

028-Roadside Mowing-\$2,100.00. This line includes \$20.00 per hour for tractor rental for 80 hours of work that is done by full-time employee during his work day for two weeks in late summer.

035-Beaver Control-\$250.00. This includes time for trapper as well as more frequent maintenance and work by log truck cleaning out culverts. This is down from 2008 based on the need for the service.

075-Road Agent Salary-\$4,511.00. Road Agent spends at least three days per week doing town work and the other days moving the full time employee with equipment runs and some instruction. This salary line includes such items as phone calls, calls for service to check trees and wires, water and road complaints, paving supervision, recommendations on subdivision road matters, paperwork, bill review and approval. No change to this line item.

099-Training-\$250.00. Cost to cover up to four workshops for Town full-time employee offered regularly by the New Hampshire Roads Association and University of New Hampshire education.

103-New Equipment-\$0.00

105-Truck and Equipment Maintenance-\$1,000.00. Covers oil changes, annual inspection and general maintenance.

106-Truck Fuel-\$6,000.00. Estimated at \$115.00 per week.

110-General Supplies-\$500.00. This includes some erosion control measures, grade stakes, paint, etc.

111-Safety Equipment-\$250.00. This is for purchased needed for safety equipment, chaps, helmets, ear protection, etc.

TOTAL OPERATING BUDGET REQUEST

\$ 353,946.00

REVENUE-Estimated 2009 New Hampshire Highway Block Grant payment-\$87,300.00

HW Building-\$15,000.00. Future planning for a maintenance building for all Town Highway operations. Building laid out on original site plan for development of the Highway site at 113 Danville Road, estimated at 40 feet by 80 feet. (Currently approximately \$110,000.00 in this fund).

HW Equipment-\$20,000.00. Planning for future needs of the Town. This fund includes funding for future purchase of equipment for the Town, including a truck with plow/sander setup and backhoe. Future long-term needs include the Town purchasing trucks and equipment in addition to sanders and plows. (Currently approximately \$63,500.00 in this fund).

These are shown in budget under line 4914 Capital Reserve Funds.

OTHER WARRANT ARTICLES

HW Roller and Trailer-\$15,000.00. To purchase a roller and trailer to be used for paving and shoulder work. Estimated cost \$15,000.00 proposed to be removed from the Capital Reserve Fund for Highway equipment. No tax impact for this purchase.

HW Pave and Overlay-\$74,620.00

HW PAVE AND OVERLAY

Rogers Road from Beede Hill Road to Shirkin Road (280 tons at \$82.00/ton)	\$22,960.00
Shirkin Road from Beede Hill Road to Rogers Road (470 tons at \$82.00/ton)	\$38,540.00
Bean Road between Pine Street and Beach Street (70 tons at \$82.00/ton)	\$ 5,740.00
The three above roads are a shim and overlay of hot top	
Clough Crossing 3 inches thick for 250 feet x 18 feet wide (90 tons at \$82.00/ton)	\$ 7,380.00
This road would be a new 3" thick run of hot top	
TOTAL AMOUNT	\$ 74,620.00

Shown in budget under line 4902 Capital Outlay.

Kohlhofer asked what were the new roads being on the warrant this year. Holmes said Rislove's Way and Moose Meadow Road. There are maintenance road bonds in place for the required two year period in case of any problems with these roads.

At 8:30 PM Holmes was thanked by the Budget Committee and left the meeting.

4324-SOLID WASTE DISPOSAL

Since the conversion to the toter program our recycling has increased and tipping tonnage reduced. This budget is calculated based on the 2008 budget and some assumptions about continuing trends for 2009. In 2008, three months of the Town's contract were with Cape Disposal and the former trash program. Waste Management took over on April 1, 2008 and the toter program began on July 1 2008. (The following are current and historical information on tipping fees, tonnage of MSW and recycling.) This is how the following budget figures have been calculated.

001-Turnkey Tonnage-\$101,946.00. This figure is based on 28 tons per week for 26 weeks using current cost per ton of \$66.42 through 6/30/09 (\$48,354.00) and including a 3.25% CPI increase, and the \$0.65 per ton host fee from the City of Rochester, we are estimating \$69.22 per ton for the next Turnkey contract fiscal year 7/1/09 to 6/30/10 (\$50,392). The bulky waste tonnage current rate is \$80.17 through 6/30/09, and estimated using the same formula as above would be \$83.42 per ton for the balance of 2009. Allowance for 40 tons annually of bulky waste \$3,200.00.

002-Recycling Bins-\$1,320.00. In 2008 we reallocated \$2,750.00 from the tipping fees budget to purchase additional recycling bins. We have run out twice of these bins. The best price we have been able to get currently is \$6.15 per bin. We purchased 300 bins and received a grant offsetting those purchases in the amount of \$1,000.00. We are budgeting for an additional 200 bins in 2009 for a total cost of \$1,230.00.

003-Bulk Recycling-\$9,000.00. Includes cost of 14 roll-off containers at \$200.00 each, delivery, pick up and haul to Turnkey in Rochester \$5,600.00, done both in Spring and Fall drop-offs. To Advanced Recycling four 50 yard roll-off cans for steel. We pay the difference between revenue from steel/metals and the cost for trucking the cans down and back \$2,000.00. Removal of propane tanks comes to \$200.00 annually. Tire removal is \$1,000.00, anticipating somewhat of an increase because no longer can bulk items be paid for separately at the curb. Bulky Day porta-toilet rental at \$110.00 for 2 events.

004-Recycling Publicity \$1,100.00. This cost represents printing and mailing costs of bi-annual Bulky Collection newsletter as well as reproduction periodically of the recycling handouts and informational sheets. Mailer costs \$250.00 to print for 2 times and \$300.00 to mail twice.

015-53B Added Levy \$5,000.00. These are added funds paid to the Southeast Regional Refuse Disposal District 53-B for the costs to run the district, including the shortfall anticipated. All Towns are part of a regional refuse disposal district, which in our case, covers the contract negotiations with the Turnkey Landfill, public relations programs and two annual hazardous waste drop-off days and monthly meetings. Cost in the past are: 1997-\$2,348.00. 1998-\$3,164.00. 1999-\$2,724.00. 2000-\$2,935.00. 2001-\$3,264.00. 2002-\$3,193.00. 2003-\$3,193.00. 2004 \$3,411.00. 2005 \$3,411.00. 2006-\$3,672.00. 2007-\$5,231.00. 2008-\$7,882.00.

This SSRDD 53B office is run by a bookkeeper who is the bookkeeper for the Town of Rye, and a secretary for another town in the District. We are estimating the levy cost for 2009 and do not have budget actual yet, assuming it will be less given the reduced office costs.

035-Dues-\$250.00. Annual renewal cost of membership in New Hampshire Resource Recovery Association, a members cooperative for recycling. This organization helps with Bulky Day events in the marketing of recyclables. They are also the "home" to New Hampshire the Beautiful where we buy our recycle bins.

REVENUE: Recycling income \$2,500.00. Estimate money collected at Bulky Day for propane tanks, tires, and return on scrap steel. Recycling income is down significantly at the time of the writing of this budget. The Selectmen recommended a total of \$118,526.00 for Solid Waste Disposal.

4152-REAPPRAISAL OF PROPERTY

001-Appraisal Services-\$36,900.00. This is the Town's contract with MRI for all updates, including annual pick-ups, new construction, current use change taxes, building permits. Assessors process abatements, land use change taxes and help with taxpayer inquiries, etc. The Town entered a multi-year contract in 2006 to balance costs out over the next several years, based on annual funding with CPI increases annually. (Estimated 3.5% increase). Contract price estimate \$35,400.00. Allowance for appeals beyond the local level budgeted at 10 hours at \$150.00 per hour for \$1,500.00

002-Map Correction and Updates-\$4,000.00. Includes all map updates and map printing services. Tax mapper does April 1st updates annually, as well as deed reviews monthly for updates and corrections needed to maps, adding all new lots and lot line adjustments. Cost increased to include color-coding zones as created by Town Meeting zoning amendments, and

future updating of the digitizing of the maps that the Conservation Commission is planning to fund for better mapping and overlays for planning purposes.

003-Assessing Supplies-\$500.00. Cost of supplies needed for the assessing computer setups, including paper, toner cartridges, back up tapes and disks.

010-Utility Valuation Update-\$4,000.00. Annual maintenance of utility valuations by contracted engineer/utility assessor George Sansoucy LLC, includes assistance to Town with new properties and abatement requests on these utility properties.

026-Computer Equipment and Software-\$6,300.00. Support contract with Vision Appraisal renewable in August annually. The 2008 full year cost for software maintenance is \$4,000.00 and includes all software updates, maintenance and training. The cost to have Vision continue to host Fremont's data on the web is \$2,200.00 annually. We have found this well received by residents and think it is a good idea to maintain it. For that sum, we will download updates monthly and Vision hosts the site as available for anyone searching the web. This is a \$100.00 estimated increase.

035-Dues-\$20.00 Annual membership fee to New Hampshire Association of Assessing Officials required by Statute.

TOTAL BUDGET REQUEST \$51,720.00. This amount was recommended by the Selectmen.

4914 CAPITAL RESERVE FUNDS

001 Police Cruiser \$12,500.00. The Town now puts \$12,500 annually into this fund and it funds a police cruiser package every two years. It is proposed to take \$25,069.00 out of the fund to purchase the 2009 cruiser. It is also proposed to remove funds for the purchase of the detective/juvenile car in the amount of \$11,000.00

002-Highway Maintenance Building-\$15,000.00. Future highway maintenance building to be located at the site on Danville Road. When the Town owns equipment, it will need a place for storage and where equipment can be worked on.

005-Radio Communications-\$5,000.00. This fund is a reserve for equipment needed to meet the conversions to digital radio systems, which is largely completed. The fund has been maintained for the ability to purchase additional units, which are still a large capital outlay. More portables will be needed due to the higher number of members of fire/rescue responders.

009-Fire Truck-\$25,000.00. The amount has been increased to \$25,000.00 to keep up with the rising cost of equipment replacement on a planned 20 year replacement schedule for fire trucks. The Department currently has eight vehicles.

012-Highway Equipment-\$20,000.00. For future highway equipment purchases. As the Town grows, we are anticipating the need for perhaps a backhoe or loader in the future, as well as a full-size truck. It is proposed to take the expense of the roller from this fund in 2009.

010-Property Revaluation-\$25,000.00. The next town-wide revaluation would be due in 2010. Setting aside this sum of money annually should cover anticipated revaluation/recertification as is required by New Hampshire Department of Revenue every five years. Fremont's last full revaluation was done for April 1, 2005. For the 2010 certification process, we are planning that a statistical update can be done to keep the Town in compliance with Department of Revenue rules. A warrant article will likely come forth in 2009 to fund the update, which would not begin until late fall of 2009 to be effective April 1, 2010.

014-Town Hall Renovations \$25,000.00. Fund established in 2006 for renovations to the basement of Town Hall. It is currently unfinished space, highly underutilized. Currently working on the plans for a meeting room, office floor space, new heating system and proper zones for the entire building. The

project is currently out to bid and may be placed as a warrant article for consideration in 2009. We have worked with an architect to have floor plan designed, currently posted with the specifications.

021-Historic Museum Expansion/Renovation-\$10,000.00. This CRF was created in 2008 to fund an addition or renovation to the Historic Museum. This would include adding space to properly store the Antique Hand Tub and Hearse.

TOTAL BUDGET CAPITAL RESERVE FUND \$137,500.00. The Selectmen recommended this amount for the Capital Reserve Funds.

OLD BUSINESS:

1. Adoption of MBA. After researching done by Andy Kohlhofer and town office the minutes of the 1935 warrant were provided to the Budget Committee stating, to see if the town will vote to adopt the provision of the Municipal Budget Act. Also minutes of the 1935 Town Meeting showed an adoption of the Budget Act with votes in favor of adoption-41 and against-10. Voted also that the moderator appoint three (3) members of which shall constitute the Budget Board. There is also another page in the records titled "Appointment of the Budget Committee dated January 18, 1936." This provides detail on the committee, and how they will work and post hearings. It also referenced the 10% rule and seven days to post. This document is signed by the Moderator, attested by witnesses and signed by the Town Clerk, Henry A. Cook. The 1935 Warrant for the Annual Meeting then included Article 3, which is "To hear the report of the Budget Committee and act thereon".

Pinkham told the Budget Committee that she had asked the Tax Collector Annmarie Scribner about any impact on her budget if the decision to send out tax bills twice a year was made. Scribner will be coming in to present her budget to the Committee and will go over this with the Budget Committee but there is no impact as the bill that goes out could be in two parts to be mailed back to the Collector at different intervals. Gates stated that any decision needs to be presented to the voters as a warrant article at the deliberative session. Gates also said the Budget Committee could also make this recommendation for the warrant article.

Pinkham also stated that the School Board will be coming in to present their budget to the Budget Committee on November 12, 2008 at 7:30 PM due to the Focus Meeting of the strategic committee for the selection of a principal which is open to the public.

With no other business to discuss a motion to adjourn the meeting was made by Violette and seconded by McElroy. The vote was unanimously approved 8-0. The meeting ended at 9:40 PM.

Respectfully submitted by,

Jeanne Nygren
Recording Secretary